

**Open to: All Interested Candidates**

**Position: Data Entry Clerk, FSN-05; FP-09 (Trainee level)**

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The U. S. Embassy in Bangui is seeking for an individual for the position of Voucher Examiner. **The position is located in Bangui, Central African Republic.**

**Opening Date:** Tuesday, December 27, 2016

**Closing Date:** Friday, January 6, 2017 at 13:30

**Work Hours:** Full time; 40 hours/week

**BASIC FUNCTION OF POSITION**

Under the supervision of the Management Officer, incumbent serves as one of a team of four in the personnel in the Budget and Finance Unit, examining vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to: non-cash payments, travel vouchers for in-country and international travel, representation expenses vouchers, employee allowances and other payments, and utility payments. Incumbent serves as back-up to other members in the section.

**QUALIFICATIONS REQUIRED**

**Note:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required.
2. **Experience:** At least two years of experience in voucher examining, bookkeeping or related fiscal clerical work in an international organization or a large local institution is required.
3. **Language:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and level II (Limited Knowledge) Speaking/Reading French are required and will be tested.
4. **Job Knowledge:** Applicant must have knowledge of the Central African Republic banking regulations and environment, tax regulations, and the procedures of furnishing VAT reimbursement claim to the Department of Taxation. He/She must know how to read fiscal strips and be familiarized with accounting classification. Job knowledge may be tested.
5. **Skills/Abilities:** Applicant must be computer literate (MS Excel, MS Word, Windows, Internet); must be able to operate a calculator and typewriter; must have excellent mathematical skills, good customer service skills and be able to work in a multiple tasking environment; and must be able to read and interpret fairly complex regulations. Skills and abilities may be tested.

**SELECTION PROCESS**

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a Locally Employed Staff security clearance.

**TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (DS-174) available online or at the Embassy; or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. Additional information on how to apply for a position is available at : <http://bangui.usembassy.gov/>

**Submit Application to:**

Management Officer

P.O. Box 924, U.S. Embassy Bangui, Central African Republic

Or via email at: [BanguiJob@state.gov](mailto:BanguiJob@state.gov)

(Please, indicate the title of the position on the "Subject:" line)

**Point of Contact: Telephone: 2161 0200, Ext 3293**

<b>CLOSING DATE FOR THIS POSITION: Friday, January 6, 2017</b>
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The U.S. Mission in the Central African Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **APPENDIX A – DEFINITIONS**

1. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References
- 2.